

ARIZONA DEPARTMENT OF EDUCATION

Jaime A. Molera
Superintendent of
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STATE OF ARIZONA

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SCHOOL FINANCE MEMORANDUM 02-008

TO: Superintendents, Business Managers, Principals, and Attendance Officials

FROM: Lyle Friesen
Director of School Finance

DATE: August 20, 2001

SUBJECT: Official Notice of Pupil Withdrawal Form

In accordance with A.R.S § 15-827, the new "Official Notice of Pupil Withdrawal Form" along with instructions and guidelines are available for downloading from our website at <http://www.ade.state.az.us/schoolfinance/Forms/>. This form is provided as a guide for districts and charters to use when documenting withdrawal information. If your district or charter is using an existing form, two new pieces of information should be added, a SAIS Student ID and a withdrawal code. New withdrawal codes, implemented last year, should be used. These codes are included with this form. Questions regarding the withdrawal codes should be directed to Jeremy Moreland, (602) 542-5151 or email jmorela@ade.az.gov.

If you have any questions or comments regarding the new form please email to schoolfinance@ade.az.gov.

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